

29 December 1959

D-R-A-F-T

[REDACTED] :mark

25X1A9a

25X1A9a

Career Service Comments (Section E)

Career Preference Outline

25X1A9a

The Career Service Board notes the career interests of [REDACTED]
25X1A9a [REDACTED] to remain in the cartographic field. As he progresses and as
training is completed his cartographic skills will increase and editing
abilities will improve.

His many years of on-the-job experience, plus formal courses in
the Agency and at local educational institutions are providing him a
sound background to continued development in his job.

CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

SECTION A.		GENERAL		
1. NAME OF EMPLOYEE (Last-First-Middle)		25X1A9a	2. DATE OF BIRTH	3. SERVICE DESIGNATION
			7 March 1915.	4. GRADE
5. ORGANIZATIONAL TITLE	6. POSITION TITLE	7. OCCUPATIONAL CODE	8. OFFICE OF ASSIGNMENT	
--	Cartographer	1370.01	Develop. & Constr. Br.	

SECTION B.		CAREER INTERESTS		
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9. GENERAL TYPE OF ACTIVITY			Cartography	
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10. SPECIFIC TYPE OF ACTIVITY (Including assignments)				
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A. IMMEDIATE (Within next 1 to 2 years)

Technical Cartographic Editing

B. LONG-RANGE (Within next 3 to 5 years)

Technical Cartographic Editing with added responsibilities

SECTION C.		TRAINING		
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11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING				
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A. IMMEDIATE (Within next 1 to 2 years)

Reading Improvement Program I - 10

Cartography Large Scale Maps 8-424 - USDA Graduate School

Cartography Small Scale Maps 8-424 - USDA Graduate School

B. LONG-RANGE (Within next 3 to 5 years)

Other related courses to improve background

12. ADDITIONAL COMMENTS				
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25X1A9a

RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.	13. DATE COMPLETED	14. SIGNATURE OF EMPLOYEE
	28 July 1958	

SECTION D.

COMMENTS BY SUPERVISOR

15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

25X1A9a

[REDACTED] is performing excellently in his position as Technical-Cartographic Editor. His experience in map construction methods and techniques and his ability as a cartographic draftsman have contributed greatly to his success in this job. His desire to continue in this field is to his best interests and advantage as well as those of the Agency.

16. RELATIVE TO TRAINING FOR EMPLOYEE

25X1A9a

Training which would increase [REDACTED] knowledge of cartographic techniques and editing ability would be highly desirable. The courses listed should aid in accomplishing this.

17. TYPED OR PRINTED NAME OF SUPERVISOR

25X1A9a

18. TITLE

25X1A9a

[REDACTED]

20

Chief, Development & Construction Br.

12 August 1958

SECTION E.

FOR USE OF CAREER SERVICE

21. COMMENTS

22. TYPED OR PRINTED NAME

23. SIGNATURE

24. TITLE

25. DATE

LEAVE BLANK

SECRET

SECRET
(When Filled In)

SUPERVISORY COMMENTS ON CAREER PREFERENCE OUTLINES

TO:	SUBJECT: (Name) 25X1A9a
Chairman, ORR Career Service Board	

1ST INDORSEMENT

COMMENTS BY CHIEF (Division ~~XXXXXX~~)

25X1A9a

The career preference of [REDACTED] has been discussed fully with his Branch Chief and concurred in by me.

25X1A9a

12 August 1958

[REDACTED] pphy

2ND INDORSEMENT

COMMENTS BY AREA CHIEF (When applicable)

- I CONCUR IN THE (Division) (Staff) CHIEF'S COMMENTS
- AS THE EMPLOYEE IS NOT PERSONALLY KNOWN TO ME, I ACCEPT COMMENTS OF (Division) (Staff) CHIEF
- OTHER (Specify)

DATE

SIGNATURE